

Tennessee Housing Development Agency

Section 8 Contract Administration
404 James Robertson Parkway, Suite 1114
Nashville, TN 37243-0900

Special Claim Checklist for Regular Vacancy

THDA Use Only:

Property Name _____

Claim # _____

Contract Number _____ Unit Number _____

Property Contact _____ Property Fax _____

1. Y N Completed form **HUD-52670-A Part 2**.
2. Y N Completed form **HUD-52671-C**.
3. Y N A copy of the **signed form HUD-50059 completed at move-in** for the former tenant which shows the amount of the security deposit required.
4. Y N **Documentation that the appropriate security deposit was collected** from the tenant: *for example, a copy of the original lease, a copy of the tenant's ledger card, or a copy of the receipt(s) for security deposit.*
5. Y N A copy of the **security deposit disposition notice** provided to the tenant which indicates the move-out date, amount of security deposit collected, amount of security deposit returned and any charges withheld from the deposit for unpaid rent, tenant damages or other charges due under the lease.
6. Y N Documentation that verifies **the date the unit was ready for occupancy** (*i.e. maintenance record or reconditioning log confirming the move-out date and the date the unit was ready for occupancy.*)
7. Y N **Copy of the waiting list** from which the tenant was selected (*i.e. unit transfer waiting list, one-bedroom waiting list, etc.*)
8. Y N If the unit was not filled from the waiting list(s), **documentation of marketing efforts** must be included *such as copies of advertising or invoices for advertising expenses that substantiate the date marketing occurred in accordance with the AFHMP.*

INCOMPLETE SUBMISSIONS

Since HUD requires that the above items #1-8 be submitted with the claim, THDA cannot begin processing a claim until all items are received. If any items are missing they will be marked "N" to indicate they were not received in the claim packet and this form will be returned to the property. *If all required items are not received within 30 days, THDA can deny the claim.*

Please forward all submissions of missing items to Attn: Ruby Baxter at the address listed above (or fax them to Ruby's attention at 741-4844).

NOTES: _____

